

COMMUNITY PLANNING AND DEVELOPMENT SERVICES ADMINISTRATOR

GRADE: 21

FLSA: EXEMPT

CHARACTERISTICS OF CLASS:

The Community Planning and Development Administrator Services perform intermediate professional and administrative work in support of the Department of Community Planning and Development Services activities. The work includes outside and inside contacts with individuals at all levels, requiring cooperation, explanation and persuasion relative to the various programs and operations. There are limited physical demands and the working conditions and environment are good but can be somewhat stressful in meeting deadlines, handling multiple projects and dealing with customer disputes. The incumbent works under the general direction of the Director of Community Planning and Development Services. The work has meaningful impact in assisting in the achievement of organizational goals.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Provides administrative support to the Community Planning and Development Program Manager for the Community Development Block Grant (CDBG), Moderately Priced Dwelling Units (MPDU), Housing Rehabilitation Loan and other related programs.

- The position develops and manages the department's budget including: drafting contracts and agreements; preparing requisitions and purchase orders; and other activities related to the budget and contract management.
- Provides technical support to Department Directors, the City Manager, Mayor and Council and Greater Rockville Partnership on Housing and Community Development issues.
- Prepares applications to Federal Government, State of Maryland, Montgomery County and other entities for grants and/or monies in support of City programs.
- Coordinates information and resources with other divisions, departments or jurisdictions.
- Writes, edits, and disseminates written materials to provide information to the community on housing, federal grants, landlord/tenant and other related issues.
- Answers mail, telephone, E-mail and in-person inquiries from officials, employees, citizens, applicants and others within and outside the City government.
- Provides information on and explains the rights and responsibilities of landlords and tenants. Processes, investigates and resolves disputes and assists the staff liaison to the Landlord/Tenant Commission with the adjudication of otherwise irreconcilable disputes.
- Handles special projects as assigned.
- Performs other duties as required.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience substantially equivalent to a bachelor's degree in public administration, business administration, or a related field and five years progressively responsible experience in budget, contract management, federal programs administration or related work, preferably in local government. Must possess an appropriate driver's license valid in the State of Maryland.

Preferred Knowledge, Skills and Abilities:

- Knowledge of and/or certification in federal grants programs administration (CDBG, HOME, Section 108 loans, etc.)
- Knowledge of local government organization and administration
- Knowledge of methods, principles, and techniques associated with public agency budget and project management.
- Knowledge of public housing issues and programs such as Moderately Priced Dwelling Unit, Landlord-Tenant, Housing Rehabilitation Loan and other common housing programs.
- Skill in accounting and contract management.
- Skill in oral and written communication.
- Skill in the use of personal computers, spreadsheet applications and project management software.

- Ability to compile and report information in a clear and concise manner.
- Ability to establish and maintain effective working relationships with representatives of various government agencies, businesses, employees and the general public.
- Ability to express ideas clearly and concisely, orally and in writing to groups and to individuals.